



TOWN OF EATONVILLE

BUILDING DEPARTMENT

Permit Application Checklist & Requirements

Please make sure as per checklist you have everything listed before submitting permit Application(s):

- Copy of Contractor's License: Certified or Registered
- Copy of General Liability Insurance
- Copy of Workman's Compensation Insurance Coverage or State Exemption Certificate
- Local Business Tax Receipt
- Four (4) sets of Plans signed and sealed by a licensed Architect or Engineer in the state of Florida for Commercial, Industrial, new Residential
- Three (3) sets of plans signed and sealed by a licensed Architect or Engineer in the state of Florida for Residential
- Three (3) copies of a Survey or approved Site Plan
- Proof of valuation (copy of contract or notarized statement)
- Complete and signed Building Application
- Three (3) sets of Energy Calculations for all new construction, alteration, or additions (when applicable)
- Notice of Commencement (N.O.C) over \$2500.00, HVAC \$7000.00
- Letter of permission from Owner for commencement of work
- Owner Builder Statement for work by owner
- Three (3) sets of the Truss packet (Roof)
- Roof material Product Approval
- Mechanical (HVAV) Manual J, Certificate on Duct, calculations and size
- Waste Services, Inc. for dumpster or roll off debris call WSI at 321-303-5910

Additional Items:

NOTE: Prior to the final inspection and issuance of a Certificate of Occupancy for new construction, the contractor must provide a copy of the following items:

- Insulation Certificate
- Termite Coverage Letter
- Final Survey

Any questions please contact the Building Department at 407-623-8904 between the hours of Monday thru Friday 8:00am and 4:30pm. For inspections please email bidscheduling@universalengineering.com.